

12.47 kV SYSTEM: SWITCHING STATION ENTRY, INSPECTION, AND OPERATION

OPERATING PROCEDURE

APPLICATION

Entering and inspecting switching stations. This procedure is part of the operations manual for the 12.47 kV power system. See ADMN-056 for an overview of the manual's contents, including related procedures.

SPECIAL INSTRUCTIONS

- Equipment Required: Appropriate personal protective equipment as required.
- Unqualified persons must be accompanied by a qualified Electric Shop employee.

WORK STEPS

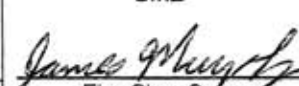

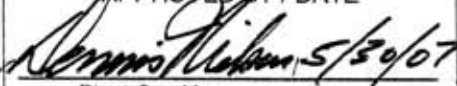
1. Inspect station upon entry. Complete Log with signature, time, and date. Facilities Electric Shop employees entering an unattended switching station must log in, then make a review of the station.
2. Notify SCADA Operator upon your entry to the station whether visit is to perform maintenance, switching, or inspections that may initiate an alarm.
3. Report immediately any abnormal condition to Electrical Superintendent/Supervisor or the Facilities Electrical Engineer. Abnormal conditions should be entered in the station log with signature, time, and date.
4. Update single-line diagrams (available at each station). You must show any additions or changes made to the station equipment and/or distribution lines that alter the operating conditions at any location. Notify Facilities/Engineering.
5. Verify that trip and close power is available prior to any switching operation. Ensure that:
 - Switching power is available.
 - Station battery is fully charged.
 - Battery charger is energized.
 - Charging current is flowing.
6. If switching power is not available, repair as required.
7. Resume normal operations. Complete log.

REFERENCES

ADMN-056, "12 KV Binder Document Control"

RESPONSIBILITIES AND CONTROLS

Completion of the following signature lines constitutes approval of this procedure:

REV NO.	SME	REVIEWED BY	APPROVED BY / DATE	REVISION DATE
3	 Elec Shop Supv	 Chief Elec Eng	 5/30/07 Plant Ops Mgr	4/27/07
	James Murphy (Print Name)	LAWRENCE D. DOMANSKY (Print Name)	DENNIS NEELGEN (Print Name)	OPER-258